

**Subject:** Printers to be Replaced Next Week

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**Date:** 04/21/2017 11:46 AM

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Please note that the lease has expired on the two large Canon printers and that they are to be replaced next week as indicated below.

Color printer in large copy room:

- This color printer will be replaced by a color printer.
- This printer will be leased by the DCBID.
- All DCBID personnel PCs will be directed to this printer.
- The new printer is to be delivered Monday afternoon between 1:00 p.m. and 5:00 p.m.; the existing printer will be removed at this time.
- The Canon technician will be here Tuesday morning between 8:30 a.m. and 9:00 a.m. to configure the printer.
- Ash will be doing additional configuration following that.
- Please plan to not be able to access this printer Monday afternoon through Tuesday mid-day.


Black & white printer in the small copy room:

- This black & white printer will be replaced by a color printer.
- This printer will be leased by CCA.
- All CCA personnel PCs will be directed to this printer.
- The new printer is to be delivered Tuesday afternoon between 1:00 p.m. and 5:00 p.m.; the existing printer will be removed at this time.
- The Canon technician will be here Wednesday morning between 8:30 a.m. and 9:00 a.m. to configure the printer.
- Ash will be doing additional configuration following that.
- Please plan to not be able to access this printer Tuesday afternoon through Wednesday mid-day.

I understand that this is a different configuration than what is currently in place and impacts individuals in different ways. Please see me with any specific questions you have with regards to your operations.

Thank you.

**Suzanne Holley**  
SVP & Chief Operating Officer

 <https://www.downtov>

**Downtown Center Business Improvement District**

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Printers to be Replaced Next Week

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